

STRATFORD-UPON-AVON TOWN COUNCIL

VIRTUAL MEETING OF THE CIVIC, HERITAGE AND EVENTS  
COMMITTEE

In accordance with s78 of the Local Authorities and Police Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulation 2020

16 March, 2021

**Minutes**  
**Pages 1- 7**

Present:  
Councillors:

Alcock	Mackenzie
Cleeve	Rolfe (Chairman)
Curtis	Vos
Jackson (Mayor)	Warren-Howles

Clerk: Civic Officer  
Press: None  
Public: Roy Lodge attended as an observer

The Town Clerk was also in attendance

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62) Apologies

Apologies were received from Councillors Taylor and Wall and accepted for the reason stated.

63) Declarations of Interest

Councillors Alcock and Rolfe declared a non-pecuniary interest in agenda item 9.3 (Christmas Lights Switch-On) minuted as 72.

64) To receive written requests for dispensation for disclosable

pecuniary interests

None were received.

- 65) To grant any requests for dispensation as appropriate

There were no verbal requests for dispensation.

- 66) Public Participation

One person was present.

- 67) To approve the draft minutes of the Civic, Heritage & Events Committee held on 5 January, 2021

It was Proposed, Seconded and unanimously

RESOLVED: That the draft open minutes of the Civic, Heritage & Events Committee held on 5 January 2021, be approved as a correct record.

In accordance with current procedures, the Chairman's signature and the date will be appended electronically to the minutes.

- 68) To approve the draft notes of the Website, Social Media and Newsletter sub-group meetings held on the 9 and 12 January, 2021

It was Proposed, Seconded and unanimously

RESOLVED: That the draft open notes of the Website, Social Media and Newsletter sub-group meeting held on the 9 and 12, January, 2021 be approved as a correct record.

In accordance with current procedures, the Chairman's signature and the date will be appended electronically to the notes.

- 69) To approve the draft minutes of the Market Forum

meetings held on 12 March, 2021

It was Proposed, Seconded and unanimously

RESOLVED: That the draft minutes of the Market Forum meeting held on 12 March, 2021 be approved as a correct record.

In accordance with current procedures, the Chairman's signature and the date will be appended electronically to the minutes.

70) Shakespeare Birthday Celebrations

The Civic Officers report was noted.

It was Proposed, Seconded and unanimously

RESOLVED: To note and adopt the report and thank the Civic Officer for the work he had done to pull the project together.

71) Shakespeare Schools Week 15 -21 March

Members were disappointed that it had not been possible to participate this year, but totally understood why the event had gone on-line due to the current pandemic.

It was Proposed, Seconded and

RESOLVED: To note the report and look forward to participating again in this rewarding event in 2022.

72) Christmas Lights Switch-On

The date for the Switch-On recommended by the Christmas Lights Committee was noted.

It was Proposed, Seconded and unanimously

RESOLVED: That the date of Thursday 25 November be approved, at 4:30pm.

Members submitted various fundraising ideas: including sponsorship of individual light displays by business/families, a dedicated tree showing the names of sponsors, use of text contacts as a means of making donations as people generally avoid carrying cash and pay using either credit/debit cards or mobile phones. Cllr Alcock suggested relocating the Christmas Lights stall to High Street, rather than Waterside, where she considered it might be more effective. It was further suggested having a Lights Christmas greeting Card, and also that the Youth Town Council might put forward additional ideas and become involved.

The Chairman encouraged members to put forward any additional suggestions directly to either herself or Cllr Alcock, who would take them forward to the Lights Committee for further consideration.

73) NHS Frontline Workers Day - 5 July

Members noted the report regarding the proposed NHS Frontline Workers Day on Monday 5 July, accepting that it was vital that the Town Council should support the initiative, particularly after such a challenging year. It was, however, not clear what commitment other local councils were intending to give to the event and members considered that such information would be useful.

It was further suggested that a rose could be planted in the Garden of Remembrance to commemorate the inaugural NHS and Frontline Workers Day. A report regarding a suitable branded variety will be submitted to the next meeting, along with information regarding local councils' participation.

It was Proposed, Seconded and

RESOLVED

That the Town Council will support the NHS and Frontline Workers Day on the 5 July each year, and that a dedicated flag will be purchased at a cost of £34.98 including delivery and VAT.

74) Royal British Legion Centenary – 15 May

The Civic Officer had spoken to the RBL Stratford branch Chairman, who had confirmed that currently no plans for commemorating the RBL Centenary had been discussed. Amongst the challenges of the last year for the local branch had been the lack of face-to-face meetings and the necessity to use Zoom as a platform for discussion, which had been met with a degree of resistance.

It had therefore been left for the Chairman, Mr Karl Whatmore, to contact the Town Council via the Civic Officer, should any practical help and support be required.

75) CIL Projects

Although several years ago a wish list had been drawn up, members felt it would be useful for all Councillors to receive a copy of the list so that items already included could be amended, added to, or deleted as appropriate. The Civic Officer will arrange for the CIL list to be circulated to all Councillors as soon as possible.

It was suggested that the proposed plaque for the Tranquility Garden, commemorating all those who had died from Stratford-upon-Avon during the Covid Pandemic, might be an ideal project for which to use CIL money. However, the Town Clerk advised that this would not be compliant with the regulations regarding what the money can be used for, and that the Council should fund this special project from reserves. The Mayor subsequently agreed to personally pay for the plaque, in recognition of his Mayoral year.

76) Additional Income Streams for the Town Hall

Members noted the report and determined that following the completion of the redecoration work, that this would be an ideal time to have a promotional video done to showcase the Town Hall and its history, and what has to offer as a venue for special occasions.

It was Proposed, Seconded and

RESOLVED: To establish a Task and Finish Group as soon as possible, to review and amend the current tariffs, and seek new income

streams in order to have revised details in place in time for a re-launch around Easter 2022. Membership of the group to be open to all members of the Council.

It was further Proposed, Seconded and

RESOLVED: To contact Stratford College to see if it could film and edit a promotional video showcasing the Town Hall. Cllr Cleeve to obtain contact details for the Civic Officer to speak to.

77) Mayor Making, the Civic Dinner and Civic Service

Currently the legislation allowing for Zoom meetings instead of face-to-face meetings is due to be repealed on the 7 May. Although the Government is being lobbied to have the legislation period extended, there are no signs that this will happen. If a face-to-face Mayor Making were to take place, it could be only held subject to strict Covid restrictions and with a very limited number of individuals present.

To conduct the Annual Meeting and Mayor Making via Zoom it would have to take place prior to the 7 May, but this could prove difficult to arrange due to County Council Elections and would also shorten the current Mayoral year by three weeks.

It was therefore Proposed, Seconded and

RESOLVED: To maintain the status quo and hold Mayor Making on the Friday 21 May, with a very limited number in attendance, and then arrange a special event later in the year to celebrate and showcase the Mayoralty in Stratford-upon-Avon.

The Civic Dinner

A date for the Civic Dinner has yet to be determined, but this will not be before the 21 July which is the date set for the restrictions to be lifted. However, no decision has yet been taken and the situation will be reviewed nearer the time when things are clearer.

## Civic Service

The Vicar has indicated that a Civic Service would be possible on Sunday 23 May, in line with Covid regulations regarding social distancing, but that it would only be possible for a very limited number of the Council including guests of the Mayor to attend.

Stratford-upon-Avon has traditionally held Mayor Making, the Civic Dinner and Civic Service within a few days, but there is no historic reason for this, apart from local preference. Therefore, in such a challenging time, maybe consideration should be given to deferring both the Civic Dinner and the Civic Service until later in the year or possible into 2022 in order to allow the chance celebrate the significance of the Mayoralty within local community.

The Mayor requested that apart from inviting newly appointed Mayors to civic occasions, consideration be given to include, when possible, immediate former Mayors who, due to the pandemic, missed out on all occasions associated with a normal civic year.

### 78) Date and Venue of the Next Meeting

The next meeting of the Civic, Heritage and Events Committee will take place at 6:00pm on Tuesday 11 May, 2021 via Zoom, or at 6:30pm if physical meetings at the Town Hall can resume.

*The Chairman declared the meeting closed at 7:30pm.*